

Central Services

DEPARTMENT MISSION

The mission of Central Services Department is to maintain and provide oversight of capital projects to the County Courthouse, MIS facility, County Jail and Sheriff Buildings (main office, range and annex). Department also oversee Courthouse fleet and conducts intra-county mail services.

DEPARTMENT GOALS

Desired results	Objectives - specific steps	Link to Strategic Plan	Completion Date
Maintain assigned buildings and grounds	Work with stakeholders to ensure facilities provide a safer and conducive work environment	Strategy 1.3; 9.1	On-going
Complete Capital Projects	Assigned capital projects are completed on-time and on-budget	Strategy 9.1	On-going
Provides timely responsiveness to emergency calls	Respond to calls for service within required timelines	Strategy 9.1	On-going
Develop long term capital plan and budget	Work with County Administrator on long term needs of County's facilities.	Strategy 7.2; 9.1	Annual

PROGRAM EVALUATION

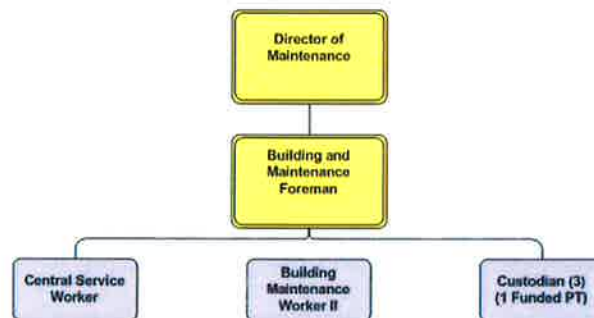
Program/Service Description	Output Measures		
	2017	2018 (Est)	2019 (Est)
Timely emergency response within requirements	Yes	Yes	Yes
Completes capital budget on-time and budget as may be amended	Yes	Yes	Yes
Maintains facilities within yearly established goals	Yes	Yes	Yes

FACTORS INFLUENCING PROGRAM/SERVICE DELIVERY AND ACCOMPLISHMENTS

Achievement of goals for the 2017 and 2018 fiscal years are as follows:

- Completed capital projects in line with County Administrator's guidance
- Updated five year capital plan
- Adjusted work plan in line with current organizational structure

DEPARTMENT ORGANIZATIONAL CHART



Central Services

Financial Summary

	2017 Actual	2018 Estimate	2018 Amended Budget	2019 Budget	Change from 2018 Amended Budget	
					\$	%
Revenues						
Intergovernmental Charges	2,200	2,200	2,200	2,200	-	0.00%
Misc. Revenues	964	1,550	1,550	1,550	-	0.00%
Total Revenues	3,164	3,750	3,750	3,750	-	0.00%
Expenditures						
Personnel Expenses	392,746	423,441	418,943	421,211	2,268	0.54%
Purchased Services	25,695	17,129	12,100	25,007	12,907	106.67%
Operating Costs	303,677	285,956	254,960	258,697	3,737	1.47%
Interdept. Charges	11,778	18,166	18,166	19,365	1,199	6.60%
Other Expenses	12,870	19,772	16,593	13,933	(2,660)	-16.03%
Capital Items	281,154	426,013	322,343	325,000	2,657	0.82%
Total Expenditures	1,027,920	1,190,477	1,043,105	1,063,213	20,108	1.93%
Property Taxes	677,699	806,012	806,012	734,463	(71,549)	-8.88%
Addition to (Use of) Fund Balance	(347,057)	(380,715)	(233,343)	(325,000)		

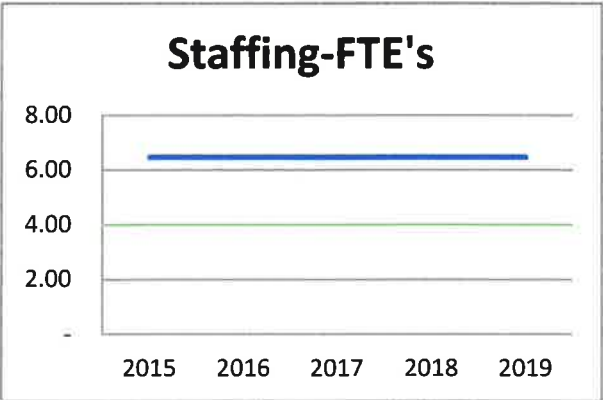
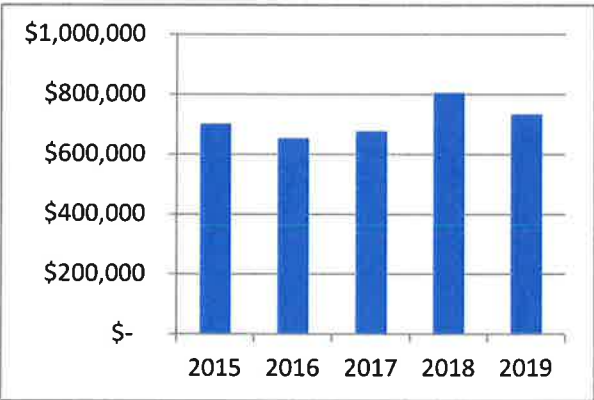
Summary Highlights:

The 2019 budget provides \$734,463 in tax levy, which is a \$71,549 decrease in tax levy from the 2018 amended budget. The primary reason is an increased utilization of unrestricted fund balance to fund capital projects, in accordance with the County's Fund Balance Policy.

Summary of Capital Items:

Courthouse elevator upgrades	\$125,000
Courthouse/Judges parking lot project	130,000
Replace humidifiers in Sheriff's office	60,000
Court area remodel with furniture	<u>10,000</u>
Total Capital	<u>\$325,000</u>

Summary of Property Tax Levy and FTEs



Central Services-2019 BUDGET

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
11201 -Central Services								
REVENUES								
411100		General Property Taxes	677,699	403,006	806,012	806,012	734,463	734,463
474009		Housekeeping Services	2,200	1,100	2,200	2,200	2,200	2,200
483002		Misc Sale/Material & Supply	138	125	400	400	400	400
486001		Vending Commission	826	333	1,150	1,150	1,150	1,150
REVENUES TOTAL			680,863	404,564	809,762	809,762	738,213	738,213
EXPENDITURES								
511110		Salary-Permanent Regular	25,263	-	86,700	86,700	79,712	79,712
511210		Wages-Regular	167,394	92,049	198,640	198,640	212,065	212,065
511220		Wages-Overtime	7,596	6,066	7,245	2,747	4,468	4,468
511290		Wages-Other Wages	5,445	3,345	5,160	5,160	5,600	5,600
511310		Wages-Sick Leave	42,917	1,426	-	-	-	-
511320		Wages-Vacation Pay	17,845	10,838	-	-	-	-
511330		Wages-Longevity Pay	925	64	970	970	640	640
511340		Wages-Holiday Pay	10,226	3,571	-	-	-	-
511350		Wages-Miscellaneous(Comp)	2,363	4	-	-	-	-
511380		Wages-Bereavement	251	611	-	-	-	-
SALARIES TOTAL			280,226	117,973	298,715	294,217	302,485	302,485
512141		Social Security	21,093	8,832	22,128	22,128	23,140	23,140
512142		Retirement (Employer)	18,398	7,065	18,896	18,896	18,971	18,971
512144		Health Insurance	66,304	29,226	77,691	77,691	62,785	62,785
512145		Life Insurance	126	30	134	134	78	78
512150		FSA Contribution	875	1,125	1,125	1,125	9,000	9,000
512173		Dental Insurance	4,710	1,818	4,752	4,752	4,752	4,752
FRINGE TOTAL			111,506	48,095	124,726	124,726	118,726	118,726
TOTAL SALARIES AND FRINGES			391,732	166,067	423,441	418,943	421,211	421,211
512390		Safety Equipment	1,014	-	-	-	-	-
521215		Architectural & Engineering	-	-	-	-	7,000	7,000
521219		Other Professional Serv	15,919	744	4,435	-	-	-
521220		Consultant	1,879	-	-	-	-	-
521296		Computer Support	-	694	694	100	400	400
529170		Grounds Keeping Charges	7,897	3,108	8,000	8,000	12,607	12,607
529299		Purchase Care & Services	-	-	4,000	4,000	5,000	5,000
531008		Hazard Recycle Charges	-	-	250	250	500	500
531243		Furniture & Furnishings	9,190	-	-	-	-	-
531298		United Parcel Service	6	16	250	250	500	500
531302		Building & Maint Equipment	1,054	2,564	10,051	-	3,000	3,000
531303		Computer Equipmt & Software	9,125	9,515	9,771	9,150	-	-
531311		Postage & Box Rent	-	-	4	-	-	-
531312		Office Supplies	268	14	200	200	300	300
531313		Printing & Duplicating	1	70	77	-	200	200
531314		Small Items Of Equipment	377	746	1,000	1,000	1,000	1,000
531320		Safety Supplies	246	52	250	250	100	100
531326		Advertising	781	402	1,159	1,000	200	200
531351		Gas/Diesel	560	472	1,000	1,000	1,500	1,500
532332		Mileage	27	14	100	100	-	-
533221		Water	4,938	2,228	5,200	5,200	5,000	5,000
533222		Electric	107,715	45,412	97,000	97,000	105,000	105,000
533223		Sewer	4,756	2,160	5,000	5,000	5,000	5,000
533224		Natural Gas	17,293	20,733	21,031	14,000	27,297	27,297
533225		Telephone & Fax	969	516	1,100	1,100	1,000	1,000
533235		Storm Water Utility	1,947	964	1,800	1,800	1,800	1,800
535239		Street Repair & Maint	-	-	1,000	1,000	1,000	1,000
535246		Building Service & Maint	45,184	41,897	56,270	45,000	45,000	45,000
535247		Building Repair & Maint	28,379	1,277	22,000	22,000	20,000	20,000
535297		Refuse Collection	1,365	627	1,860	1,860	2,000	2,000
535344		Household & Janitorial Supp	11,987	12,766	13,589	12,000	12,000	12,000
535349		Other Supplies	10,374	5,643	8,500	8,500	8,500	8,500
535352		Vehicle Parts & Repairs	3,168	195	195	-	1,000	1,000
535353		Machinery & Equipment Parts	16,241	2,269	10,000	10,000	7,000	7,000
535354		Paint	16,906	-	3,000	3,000	3,000	3,000
535355		Plumbing & Electrical	9,020	4,584	7,500	7,500	5,000	5,000
535452		Green Initiatives	-	-	5,000	5,000	-	-
536531		Land Rent & Lease	1,800	-	1,800	1,800	1,800	1,800
571004		IP Telephony Allocation	282	163	326	326	283	283
571009		MIS PC Group Allocation	5,360	6,237	12,473	12,473	14,202	14,202

Central Services-2019 BUDGET

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
571010		MIS Systems Grp Alloc(ISIS)	6,137	2,684	5,367	5,367	4,880	4,880
591519		Other Insurance	12,870	8,296	16,593	16,593	13,933	13,933
591520		Liability Claims	-	3,180	3,180	-	-	-
		OPERATING EXPENDITURES	355,034	180,241	341,023	301,819	317,002	317,002
594809		Capital Building	5,624	-	-	-	-	-
594810		Capital Equipment	-	13,985	13,985	-	-	-
594819		Capital Other Equipment	-	20,293	20,293	-	60,000	60,000
594820		Capital Other	-	15,847	24,019	-	-	-
594821		Capital Improvement Land	8,918	115	115	-	130,000	130,000
594822		Capital Improvement Building	266,612	46,426	322,343	322,343	135,000	135,000
594829		Capital Improvement Other	-	45,257	45,257	-	-	-
		CAPITAL OUTLAY EXPENDITURES	281,154	141,923	426,013	322,343	325,000	325,000
		EXPENDITURES TOTAL	1,027,920	488,232	1,190,478	1,043,105	1,063,213	1,063,213
		REVENUES	680,863	404,564	809,762	809,762	738,213	738,213
		EXPENDITURES	1,027,920	488,232	1,190,478	1,043,105	1,063,213	1,063,213
TOTAL BUSINESS UNIT-11201 -Central Services			347,057	83,667	380,716	233,343	325,000	325,000
		REVENUES	680,863	404,564	809,762	809,762	738,213	738,213
		EXPENDITURES	1,027,920	488,232	1,190,478	1,043,105	1,063,213	1,063,213
TOTAL Central Services DEPARTMENT			347,057	83,667	380,716	233,343	325,000	325,000